GENERAL SECRETARIAT.

Directs the reduction in the current year of 50 per cent in the supply of Forms and Registers to the several offices in the State.

READ—

Clauses (12) and (13) of Government Order No. Fl. 1795-1850—G. F. 54-31-1, dated 14th September 1931, directing that all possible economies under printing should be made and that the supply of stationery articles to be made to each office during the current year will be half the usual quantity.

2. Un-official Note No. S. 720, dated 29th September 1931, from the Superintendent, Government Printing and Stationery, furnishing his views on the proposal to reduce the supply of forms to the several departments during the current year by 50 per cent.

ORDER No. G. 2928-88—P. & S. 12-31-8, DATED 8TH OCTOBER 1931.

Government consider that the reduction of 50 per cent in the supply of stationery articles ordered in Government Order No. Fl. 1795-1850—G. F. 54-31-1, dated 14th September 1931, should, as far as possible, be made applicable to the supply of Forms and Registers also. The Superintendent, Government Stationery, is authorised to supply one half the indented quantities of the Forms and Registers to the several offices in the current year and the Heads of Departments are reqested to issue instructions to all the offices under their control to use them most economically and avoid indenting for extra supplies as far as possible. The Superintendent will, however, endeavour to supply in full, as claimed in the indent, the most essential forms that each office might need if the office concerned intimates to him in time the necessity for a full supply of any of these forms. Each office should cut down its requirement to the barest minimum so as to effect on the whole a reduction of 50 per cent in the consumption of Forms and Registers in the year.

H. V. RAMASVAMI,
Secretary to Government,
General Department.

Reviews the Administration Report of the Meteorological Department for 1930-31.

READ—

Correspondence ending with letter No. 20, dated 7th September 1931, from the Meteorological Reporter to Government, submitting the Annual Administration Report of the Meteorological Department for the year 1930-31.

ORDER No. G. 2895-904—G. M. 40-31-3, DATED 7TH OCTOBER 1931.

Recorded.

H. V. RAMASVAMI,
Secretary to Government,
General Department.